

How to submit a **sTEP WAVE SEAT BELT SURVEY** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that says sTEP Seat Belt Survey in the **Type** column

Status Reports - Pending					Copy Existing Status Report Return to Components		
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
373752 - 01	sTEP Wave	November sTEP Wave	11/16/2020-11/29/2020	12/14/2020		-	Editing
373752 - 02	sTEP Wave	December sTEP Wave	12/18/2020-01/01/2021	01/16/2021		-	Editing
373752 - 03	sTEP Wave	May sTEP Wave	05/24/2021-06/06/2021	06/21/2021		-	Editing
373752 - 04	sTEP Wave	July sTEP Wave	07/02/2021-07/05/2021	07/20/2021		-	Editing
373752 - 05	sTEP Wave	August sTEP Wave	08/20/2021-09/06/2021	09/21/2021		-	Editing
373752 - 06	sTEP Seat Belt Survey	sTEP Seat Belt Survey	05/19/2021-06/11/2021	06/21/2021		-	Editing

- Click on **sTEP Seat Belt Survey** in the table



Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/07/2020	
sTEP Seat Belt Survey			

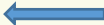
- ### STEP Seat Belt Survey

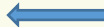
Per the contract, the agency must conduct a pre-event and a post-event safety belt observational survey during the May wave.


Count belted drivers and passengers in the front seat for an hour or until 100 vehicles are observed; whichever comes first.


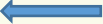
It is helpful if surveys are conducted at the same location, same day of the week and same time of day to determine if enforcement has made a difference.


Pre-Wave Survey Date*  


Pre-Wave Survey Results* 
 # Observed # Belted


Pre-Wave Survey Location 
 Example: Hwy XXX and Main Street


Pre-Wave Survey Time* 
 Start Time End Time

Post-Wave Survey Date*  

Post-Wave Survey Results* 
 # Observed # Belted

Post-Wave Survey Location* 
 Example: Hwy XXX and Main Street

Post-Wave Survey Time* 
 Start Time End Time

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Grant/Project Tracking

Status Report: 374603 - 01

Grant: 374603-Mayberry Police Department

- Click **Mark as Complete**

sTEP Seat Belt Survey
[Mark as Complete](#) | [Go to Status Report Forms](#)

Per the contract, the agency must conduct a pre-event and a post-event safety belt observational survey during the May wave.

Count belted drivers and passengers in the front seat for an hour or until 100 vehicles are observed; whichever comes first.

It is helpful if surveys are conducted at the same location, same day of the week and same time of day to determine if enforcement has made a difference.

Pre-Wave Survey Date*	05/25/2021		
Pre-Wave Survey Results*	81 # Observed	72 # Belted	88.89%
Pre-Wave Survey Location	South 5th and Hwy 5 Example: Hwy XXX and Main Street		
Pre-Wave Survey Time*	0700 Start Time	0800 End Time	
Post-Wave Survey Date*	05/28/2021		
Post-Wave Survey Results*	90 # Observed	86 # Belted	95.56%
Post-Wave Survey Location	South 5th and Hwy 5 Example: Hwy XXX and Main Street		
Post-Wave Survey Time*	0700 Start Time	0800 End Time	

Last Edited By: Gtsb Test 1, 10/15/2021

- Click **Submit**

Components
[Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/07/2020
sTEP Seat Belt Survey	✓	10/12/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI – sSTEP Wave Seat Belt Surveys are due 15 days after the end of the wave period, indicated on the status report (see below):

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373752 - 01	sSTEP Wave	November sSTEP Wave	11/16/2020-11/29/2020	12/6/2020		-	Editing
373752 - 02	sSTEP Wave	December sSTEP Wave	12/18/2020-01/01/2021	01/15/2021		-	Editing
373752 - 03	sSTEP Wave	May sSTEP Wave	05/24/2021-06/06/2021	06/21/2021		-	Editing
373752 - 04	sSTEP Wave	July sSTEP Wave	07/02/2021-07/05/2021	07/23/2021		-	Editing
373752 - 05	sSTEP Wave	August sSTEP Wave	08/20/2021-09/06/2021	09/10/2021		-	Editing
373752 - 06	sSTEP Seat Belt Survey	sSTEP Seat Belt Survey	05/19/2021-06/11/2021	06/21/2021		-	Editing

Status Reports - Processed							
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status

The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days out from the due date if you’ve still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.
- If you’ve started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you’ve not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
 Subject: Status Report Due Soon
 Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor’s Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>